

# EMPLOYMENT OPPORTUNITIES BULLETIN

Human Resources  
185 E. Mill Street  
Akron, OH 44325-4731

The University of Akron Employment Opportunities Bulletin is published bi-weekly by Human Resources. All instructions and deadlines must be observed when applying for open positions.

Open positions are advertised on a 24-hour Job Line. This information may be accessed with a touch tone telephone at (330) 972-7091. The Employment Opportunities Bulletin is available on The University of Akron Home Page at <http://www.uakron.edu/jobs>

The University of Akron is committed to providing a safe environment for all students and employees. The University will conduct a pre-employment background check, including background investigation, for all applicants selected for employment. For additional information, please see University Rule 3359-11-22.

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**Faculty**

February 08, 2010

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**TITLE: Assistant Professor**

**DEPT NAME: Educational Foundations & Leadership**

**POS: 004215**

**SALARY:Competitive -**

**DUTIES:** Faculty responsibilities will focus on advancing the instructional technology program by teaching advanced level coursework, developing online learning, mentoring and advising students, helping facilitate program marketing/recruitment efforts, developing a line of research resulting in publications and conference presentations, providing service to the university and regional community, and engagement at the state and national levels.

**QUALIFICATIONS:** Successful candidates will have a doctorate in Educational Technology, Instructional Design, Learning Sciences, or a closely related field. Experience in K-16 education, evidence of scholarly research, and the ability to collaborate with faculty across programs and disciplines is required. Applicants who are ABD will be considered if doctorate is in hand by August 23, 2010. Preference will be given to candidates who demonstrate currency and expertise in instructional design theory, e-learning design, standards-based educational practices, multimedia, and technology integration in teaching.

**COMMENTS:** Application review will begin February 1, 2010 and will continue until the position is filled. Additional information can be found at: <http://www.uakron.edu/colleges/educ/COE/searches.php>. Additional information about the department and the Masters program can be found at: <http://www.uakron.edu/colleges/educ/instructional-tech/index.php>.

**SUBMIT MATERIALS:** Submit a cover letter describing interest in the position, how the qualifications meet the program's needs, official transcripts, curriculum vitae, and three letters of references to: Dr. Cheryl L. Ward, Search Committee Chair, College of Education, 301A Zook Hall, The University of Akron, Akron, Ohio 44325-4208 or submit electronically to [cward@uakron.edu](mailto:cward@uakron.edu).

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**TITLE: Assistant Professor, Graphic Design**

**DEPT NAME: Myers School of Art**

**POS: 005372**

**SALARY:Competitive -**

**DUTIES:** Teaching conceptual and technical skills on all levels of an undergraduate professional design curriculum. In addition to teaching, candidates will be expected to contribute to the further development of a strong graphic design program, contribute to the working of the school and college at large, and actively pursue and maintain professional achievements relevant to graphic design. Start date is August 2010.

**QUALIFICATIONS:** A Masters of Arts degree is required, Masters of Fine Arts preferred. Evidence of three to five years professional design experience with an emphasis in digital print, web and interactive media is mandatory. Prior teaching experience beyond TA is preferred. Successful candidates must possess strong design skills, as well as good communication skills and a commitment to teaching excellence.

**COMMENTS:** Review of application material will begin March 1st and continue until the position is filled.

**SUBMIT MATERIALS:** Submit a letter of application with teaching philosophy, curriculum vitae with specific information on professional experience, three letters of recommendation, copies of transcripts, an on-line portfolio/website with 20 examples of professional/creative work and 20 examples students' work to Graphic Design Search Committee Chair, The University of Akron, Myers School of Art, Akron, OH 44325-7801.

**TITLE:** Assistant Professor, Mathematics

**DEPT NAME:** Theoretical & Applied Mathematics

**POS:** 005622

**SALARY:**Competitive -

**DUTIES:** Teach undergraduate and graduate courses in various areas of mathematics. Direct undergraduate and graduate research projects. Further develop and maintain an active research program. Pursue external funding. Startup funds are available.

**QUALIFICATIONS:** A Ph.D. in Mathematics or closely related field by the time of employment required. Applicants are expected to provide evidence of an ongoing research program as well as evidence of experience in teaching mathematics at the university level and interest in directing student research. Preference will be given to applicants whose research areas complement department interests in algebra and applied analysis. Strong applicants from other areas will also be considered. Priority will be given to applicants who possess experience beyond the doctorate level and demonstrate interest in pursuing external funding.

**SUBMIT MATERIALS:** Submit cover letter, curriculum vitae, statement of teaching philosophy, statement of research interests, unofficial copy of graduate transcripts and three letters of recommendation, at least one of which addresses teaching to: Chair, Assistant Professor Search Committee, The University of Akron, Theoretical and Applied Mathematics, Akron, OH 44325-4002 or submit electronically to: phoover@uakron.edu.

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**TITLE:** Assistant Professor

**DEPT NAME:** Wayne College-Biology

**POS:** 005623

**SALARY:**Competitive -

**DUTIES:** The successful candidate will be responsible for teaching introductory courses in biology for majors and non-majors, including Natural Science Biology, Principles of Biology, Anatomy and Physiology, Microbiology, and Genetics, on a nine-month basis. Teaching may include day, evening and possible weekend and off-site sections. In this tenure track position, the successful candidate will have administrative responsibility as an area coordinator for biology, which may include part-time faculty coordination, program quality assurance, and laboratory management. Productive scholarship and service responsibilities commensurate with reappointment and promotion guidelines of Wayne College will be required.

**QUALIFICATIONS:** An earned doctorate in Biology from an accredited institution is required, with degree completion not later than Jan. 1, 2010. Evidence of successful teaching effectiveness is required. Recent college-level teaching experience is preferred. Evidence of managing an instructional biology laboratory is preferred. The successful candidate will be committed to teaching introductory level courses in a two-year college setting.

**SUBMIT MATERIALS:** Submit a cover letter, curriculum vitae, names of at least three professional references, statement of teaching philosophy, and transcripts to: Ms. Angie Wynar, The University of Akron Wayne College, 1901 Smucker Road  
Orrville, OH 44667 or submit electronically to aboothe@uakron.edu.

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**TITLE: Instructor***Temp***DEPT NAME: Classical Studies, Anthropology & Archaeology****POS: 100058****SALARY: Competitive -****END: 01/26/2010**

**DUTIES:** Part-time instructor sought for one-credit introductory archaeology courses on the prehistoric Inca (Feb. 18-Mar 25) and Maya (Mar. 30-Apr. 29) in Spring 2010. Both are 1 credit courses taught Tuesday/Thursday 12:15-1:30 pm.

**QUALIFICATIONS:** Requires an MA in Anthropology w/archaeology emphasis, and firsthand knowledge of Inca and Maya archaeology.

**SUBMIT MATERIALS:** Submit cover letter and detailed curriculum vitae to: [shott@uakron.edu](mailto:shott@uakron.edu))

**DEADLINE DATE:** Feb 10, 2010

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**TITLE: Senior Associate Athletic Director for External Relations****DEPT NAME:** Athletics**POS:** 005949**SALARY:**Competitive -

**DUTIES:** Oversee all marketing, promotions and multi-media operations including but not limited to developing creative sales programs; creating, directing and implementing all television and radio network programming; promotion of all sports programs including game-day operations and environment; initiating new inventory; website management and development; and serving as the liaison with ISP. Other major responsibilities include supervising all ticket operations including external sales efforts and developing season and individual ticket sales campaigns; directing the office of media relations, managing all licensing efforts and the UA Athletics Team Store; and oversight of the Men's Basketball Program. This position is responsible for overall revenue generation and will report directly to the Director of Athletics.

**QUALIFICATIONS:** Bachelor's degree required, master's degree preferred. Preference is given for those individuals with three to five years prior experience in college athletics sales, marketing, promotions and ticketing operations. Sport Administration experience is preferred. Excellent verbal and written communications skills and ability to use relevant computer software required.

**COMMENTS:** This position requires working extended 8-hour workdays and weekends.

**SUBMIT MATERIALS:** Submit a cover letter, resume and three references to Mary Lu Gribshaw, Senior Associate Director of Athletics/SWA; The University of Akron; Akron, OH 44325-5201 or e-mail to krex@uakron.edu.

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**TITLE: Academic Adviser II****DEPT NAME:** College of Business Administration Undergraduate Studies**POS:** 005970**END:** 02/5/2010

**DUTIES:** This position plays a vital role in helping the college prepare competent and responsible business leaders. In addition, you will be a part of a growing team that emphasizes an appreciative advising approach. Specific responsibilities include: meeting with students through one-on-one advising appointments and some group advising sessions, assisting the college with on-campus and off-campus student recruitment activities, facilitating new student orientation sessions for direct admit, honors, and transfer students, assisting with the development and implementation of current and future advising activities, interpreting university and college requirements, building relationships with students while evaluating academic performance and satisfaction of degree requirements as well as increasing student awareness of educational resources, assisting in the development and maintenance of student records and databases, participating in adviser training sessions and assisting the Director of Undergraduate Programs in Business, as required

**QUALIFICATIONS:** A master's degree in business administration, counseling or other relevant field, two to four years of experience in academic advising/counseling and a solid foundation of student development theory required. Excellent interpersonal and communication skills and familiarity with current versions of computer software applications are required. The successful candidate will also demonstrate a friendly, caring, helpful, courteous manner as the office operates under an appreciative advising model. Willingness and ability to travel for recruiting purposes and be available for some evening advising.

**SUBMIT MATERIALS:** Submit a resume/curriculum vitae, a cover letter, and three professional letters of recommendation to: Search Committee Chair, College of Business Administration RM 260, The University of Akron, Akron, Ohio 44325-4805  
Electronic submissions are preferred at: cba\_advisersearch@uakron.edu.

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**TITLE:** Academic Adviser

Temp

**DEPT NAME:** Academic Achievement Programs**POS:** 005940**SALARY:**Competitive -**END:** 05/31/2010

**DUTIES:** Monitor and track students progress through academic plans, intrusive academic advising and weekly contact. Maintain a working relationship with Akron Public Schools. Conduct workshops, school visits and maintain regular office hours in the schools in a one-on-one or small group setting. Plan and coordinate summer enrichment activities including classes, residential activities and tours. Provide students with college preparatory information and educational opportunities. Have consistent communication with schools and parents concerning student progress or lack thereof. During the summer programs, the enrichment programs and academic year tutoring, the adviser is responsible for the overview of temporary staff, instructors, tutors, and monitors. Other duties as assigned.

**QUALIFICATIONS:** Requires a Master's Degree in education or related area and minimum two years experience in academic advising with minority and disadvantaged high school students. Must be mature, energetic and flexible with strong written and oral communication skills. A commitment to and interest in the education of students from disadvantaged backgrounds and experience working in TRIO programs is preferred.

**SUBMIT MATERIALS:** Submit a cover letter, resume, and three letters of reference to: #5940, Mrs. Carolyn C. Felton, Search Chair, The University Akron, Ayer Hall 318, Akron, OH 44325-7908 or email to: nmk@uakron.edu.

**DEADLINE DATE:** Feb 10, 2010**TITLE:** Coordinator Cooperative Education

Temp

**DEPT NAME:** Engineering Dean's Office**POS:** 005849**SALARY:**Competitive -**END:** 02/5/2010

**DUTIES:** This position involves interviewing, advising, and placing students within the College of Engineering to promote the integration of the practice-based component of students' education within the Corrosion Engineering Program. He/she will also assist Director in working with employers to develop jobs commensurate with students' interests and abilities in the corrosion industry. The successful candidate will assist Director in: Advising and counseling students as to the eligibility of co-op program for the corrosion program, create and deliver services in regards to placement, solicit positions ranging from intern/co-op to full-time, post-graduation positions for our engineering students, assist with establishing and maintaining effective links between cooperative employers and the University, assist in representing and interpreting the corrosion program to employers, parents, faculty and administration, and assist the Director with administrative tasks.

**QUALIFICATIONS:** A relevant Bachelor's degree is required. The successful candidate must be innovative, personable. Experience with college-level cooperative education and/or recruitment activities is preferred. Excellent communication skills are a must.

**COMMENTS:** This is a temporary full-time position.

**Instructions for Staff Applicants:**

Open staff positions are advertised on a 24-hour Job Line. This information may be accessed with a touch tone telephone at (330) 972-7091.

APPLICATION MATERIALS WILL ONLY BE ACCEPTED IN RESPONSE TO POSTED AND ADVERTISED JOB OPENINGS. PLEASE SUBMIT A SEPARATE ELECTRONIC APPLICATION FOR EACH POSTING WITH THE JOB TITLE AND THE POSITION (POS) NUMBER LISTED. All applications must clearly indicate how the minimum qualifications are met. Applications that do not reflect this will not be given consideration.

Completed application materials must be submitted to Human Resources Employment Services no later than 4:00 p.m. on the deadline date. These postings reflect general job duties and are recruitment advertisements. They are not intended to contain a detailed description of a position.

Individuals are only notified if selected for an interview. The status of a job position may be checked at: <http://www.uakron.edu/hr/docs/eobstatus.pdf>. This is updated weekly as necessary. Thank you for your interest in employment with The University of Akron!

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**TITLE: Administrative Assistant-Open to current University employees only**

**POS: 005338**

**DEPT NAME: CBA Dean's Office-Taylor Institute**

**SALARY: \$12.23 - hourly**

**GRADE: 116**

**DUTIES:** Administer and handle daily office operations of the Institute, maintain financial account, process needed paperwork and manage interface with University Budget office. Develop and maintain schedules for Institute directors, managers, classrooms and facilities. Supervise the work responsibilities of student and graduate assistants. Oversee the maintenance and repair of the Taylor Institute and the Suarez Laboratories. Provide support for the various activities of the Institute's project managers. Build and nurture strong relationships with the Institute's internal and external stakeholders.

**QUALIFICATIONS:** Requires 18 months of education or training beyond high school and four years experience in office/clerical procedures. Ability to coordinate programs, work in a fast paced environment, and utilize new technology required. Advanced computer skills including word processing, spreadsheet, and database software packages required. Strong interpersonal, problem-solving, and research skills required.

**DEADLINE DATE: Feb 15, 2010**

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**TITLE: Carpenter**

**POS: 005870**

**DEPT NAME: Physical Facilities**

**SALARY: \$15.40 - hourly**

**GRADE: 7**

**DUTIES:** Perform interior and exterior building maintenance repair of rough and finished carpentry work such as remodeling buildings, repairing roofs, installation and repair of ceilings, doors, floors, and other rooms and partitions. Repair and install glass, doors, windows, and door openers for ADA compliance. Caulk and seal windows, doors, skylights and framework. Design, build, repair and install furniture, counters, cabinets, benches and partitions. Fabricate, install customized cabinets and moldings. Secure unprotected openings (windows, doors) in emergencies until permanent repairs can be performed. Select materials, coordinate and assist other trades with job assignments. Complete daily job cards, time sheets, and required documents. Removal and clean up of building and renovation materials, maintain shop equipment and vehicles. Perform other related duties as assigned.

**QUALIFICATIONS:** Requires a high school diploma/GED, two years experience in the carpentry field, and a valid driver's license with satisfactory driving record. Ability to operate and use standard powered and nonpowered carpentry tools and equipment such as hammers, saw, screwdrivers, drill, chisels, table saws, routers and surface planers. Ability to perform mathematics associated with trade applications (fractions, ratios, percentages). Ability to read, write and accurately follow oral, written and graphic instruction. Must be able to interpret drawings and blueprints.

**COMMENTS:** Shift: 7:00 a.m.-3:30 p.m. Monday-Friday. May be required to work holiday and/or weekends, call-ins, overtime, various shifts, and emergencies as needed.

**DEADLINE DATE: Feb 15, 2010**

**TITLE: Maintenance Repair Worker**

**DEPT NAME: PHYSICAL FACILITIES**

**POS: 005876**

**SALARY:\$15.40 - Hourly**

**GRADE:7**

**DUTIES:** Perform maintenance work to include electrical, painting, plumbing, carpentry, HVAC and related areas. Maintain, repair and replace various plumbing equipment, open plugged drains and repair related equipment. Perform installations, repairs and replacements of internal/external campus structures or facilities. Inspect, install, replace and repair all types of roofs, flooring, walls, windows, doors, and furniture. Assist in the training of new personnel, problem solving, report needed repairs and preventative maintenance. Read and interpret installations, maintenance and operation manuals, blueprints and sketches. Perform other duties as assigned by Superintendent.

**QUALIFICATIONS:** Requires high school diploma/GED, and two years experience/knowledge performing semi-skilled and skilled repairs in plumbing, electrical, carpentry and roofing. Requires a valid driver's license with satisfactory driving record. Ability to operate and use standard powered and nonpowered tools and equipment such as hammers, saws, screwdrivers, drills, crowbars, jackhammers, core drills, circular saws and hammer drills required. Ability to perform mathematics associated with trade applications (fractions, ratios, percentages) required. Ability to read, write and accurately follow oral, written and graphic instructions and able to work alone required. Problem solving skills and the ability to use judgment in determining the correct course of action required. Experience in HVAC, plumbing and electrical installation and repairs preferred. Excellent customer service skills and the ability to work well in a team environment preferred.

**COMMENTS:** Shift: Monday–Sunday, with Thursday & Friday off. Hours are 3:00pm – 11:30pm. May be required to work holiday and/or weekends, call-ins, overtime, various shifts, and emergencies as needed.

**DEADLINE DATE: Feb 15, 2010**

**TITLE: Postdoctoral Research Associate**

*Temp*

**DEPT NAME: Chemistry**

**POS: 005946**

**SALARY:\$1,384.00 - biweekly**

**END: 06/24/2010**

**DUTIES:** Duties include molecular cloning, protein expression, protein purification, RNA synthesis, RNA purification. electrophoretic mobility shift assays of RNA binding, NMR analyses of protein folding and monodispersity, NMR analyses of protein/RNA interaction, NMR structure determination of proteins, RNAs and protein RNA complexes.

**QUALIFICATIONS:** A Ph.D in Biology, biochemistry, genetics, molecular biology, chemistry, or closely related field required. Experience with protein purification and handling, molecular biology techniques, and structure determination via NMR and/or x-ray crystallography required. Experience in handling RNAs and RNP-complexes is preferred.

**COMMENTS:** This is a full-time temporary position and is subject to the availability of funding, the employment needs of the University and the employee's ability to meet established standards of job performance.

**DEADLINE DATE: Feb 10, 2010**